



# Overview

## Policy & Responsibilities

## Traveler Training

## Defense Travel System



# Defense Travel System DTS



## What is DTS?

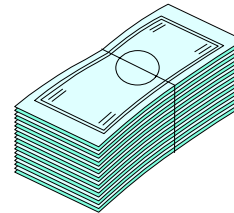
- **DoD MANDATED travel system**
- **Web based application**
- **Paperless and CAC card accessible**
- **Traveler creates authorization, electronically routes for approval, voucher created from authorization, split disburses within 2/3 day**



# Major Benefits



- Simplified numerous travel regulations  
(Appendix O, JFTR/JTR)
- Appendix O policy checks are included in DTS
- Accurate obligations
- Financial savings
- Faster reimbursement





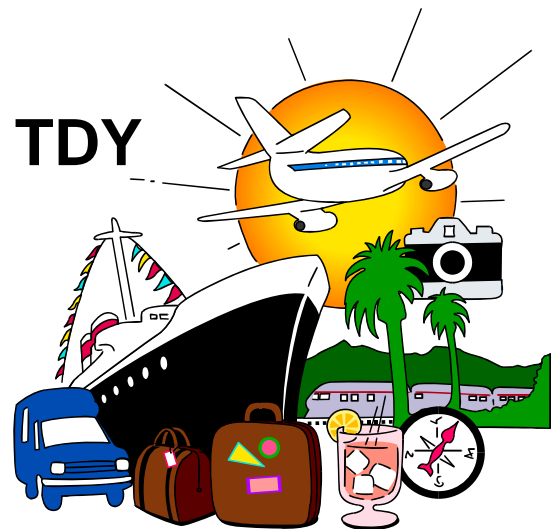
# DTS Usage



# Types of Travel in DTS



- **Routine TDY (conus/oconus)**
- **Personal leave in conjunction with TDY**
- **Group travel**
- **Travel to multiple TDY locations**
- **Local travel vouchers (SF 1164)**
- **Travel with multiple accounting stations**
- **TDY funded through MIPRs/Direct Fund Cites**





# Travel currently not supported in DTS



- Senior ROTC
- Ready Reserve
- TDY as part of a PCS
- Contractors
- Foreign Nationals
- Pre-employment travel

- Retirees called to active duty
- Patients, escorts, and attendants
- Emergency situations while TDY
- Non-Appropriated Fund
- Classified Travel

- TDY funded by another organization (must be using DTS)
- Constructive Travel (available in Monroe Release E)
- PLOT Phase 2 (available in Monroe Release E)
- Group Travel, Phase 2 (automated reservations in Monroe Release)



# Travelers Responsibilities



# Traveler Responsibilities



- **Follow policy and procedures outlined in Appendix O, JFTR/JTR**
- **Be provided or reimbursed for**  
Transportation, Food, Lodging  
Reasonable and necessary expenses.



- **Make all arrangements through the DTS/CTO**  
Tickets - Air, Rail, Bus  
Rental Cars  
Lodging



- **Be advised in advance of their entitlements**  
“Should-Cost”





# Traveler Responsibilities



- **Paid every 30 days when TDY is over 45 days. (Scheduled Partial Payments)**

Prior approval required

Payment corresponds to arrival of charge card bills



- **Comply with all ethical rules.**

May keep items of “Nominal” value

May accept benefits for voluntarily giving up overbooked seat

No additional expense to the government

No negative mission impact





# Traveler Responsibilities



## **Frequent traveler benefits (miles/points, upgrades, etc.)**

- May be kept by the traveler for personal use if:
- Obtained under the same terms as offered to the general public
- No additional expense to the government.





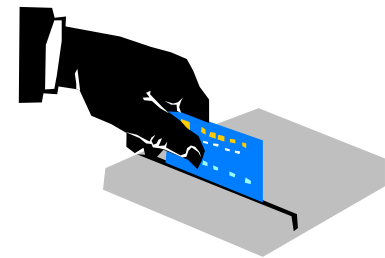
# Government Charge Card



# Government Travel Charge Card



- Given to Frequent Travelers (3 or more trips per year)
- Use is **MANDATORY** for travel expenses as follows:
  - Transportation (except Centrally-Billed Account)
  - Lodging
  - Rental Vehicle





# Government Travel Charge Card



- **If Traveler has a government charge card, it must be used for ATM Advance fees to be reimbursed**
  - Service Fee: Bank fee that is charged for using their terminal
  - Advance Fee: Cash advance fee that Bank of America charges
- **If Traveler does not have government charge card and uses a personal card for ATM advance:**
  - Uniformed members will be reimbursed for fees
  - DoD civilians will not be reimbursed fees



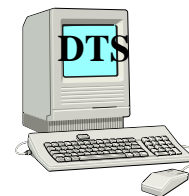


# Transportation



# Commercial Air

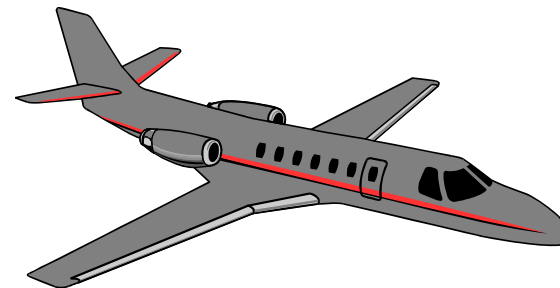
➤ **DoD Policy is traveler should use:**



- Contract "City Pairs"
- *Other than contract flights must be documented*
- American Flag Carriers (Fly America Act)
- Coach Class

➤ **Rest stops, rest periods**

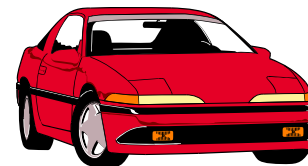
➤ **Flights home at government expense**





# Rental Vehicles

- Traveler cannot be directed to take a Rental Vehicle TDY/TAD
- Authorized for official business only
- Reimbursement for all costs associated with rental
- Rental agency must have a Surface Deployment & Distribution Command contract
  - *No insurance in CONUS, though can be authorized OCONUS*
- Vehicle size/quantity necessary to meet mission requirements (DTS defaults to compact)







# Government Transportation



- **Military Air - Patriot Express (Formerly Cat B)**
  - Used when available and meets mission requirements
  - Air Mobility Command flights
  - Flights between CONUS and OCONUS
  
- **Government Ground Transportation**
  - Used for official business only
  - Traveler is liable if accident occurs and not in official capacity





# Privately Owned Vehicle (POV)



- **Traveler cannot be directed to take POV**
- **Standard mileage rates apply**
  - Use Defense Table of Official Distances (DTOD)
- **Traveler must be clear that use is:**
  - Benefit to the government = full reimbursement
  - Convenience of traveler = reimbursement will be based on should cost of authorized travel mode



# Allowable Travel Days



- **Commercial Air**
  - Within CONUS or within one OCONUS area = 1 day
  - Between CONUS and OCONUS areas = ticketed times
- **Ground transportation (bus, train, etc)**
  - Ticketed times of travel (scheduled departure date to arrival date)
- **POV/Rental Vehicle**
  - 400 miles per day





# Lodging



# Government Lodging



➤ AO can direct government quarters only if:

- Traveler is a uniformed member,
- Traveler is TDY to installation, and
- Government quarters exist on base

➤ If Government quarters are not available

- The traveler must obtain non-availability number

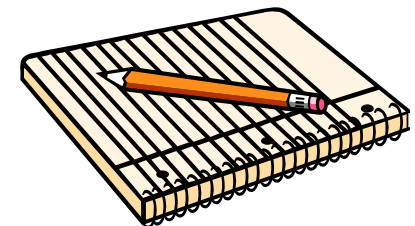




# Commercial Lodging



- To meet mission requirements
- Taxes “*Not Included*” in CONUS Rate (US territories), claim as a separate reimbursable expense
- No reimbursement if staying with relatives/friends
- AO can approve more than per diem rate if necessary, follow local business rules on the subject





# Meals & Incidental Expenses (M&IE)



# Meals



- **First/last day - 75% rule**  
*(75% of rate for TDY location or stopover)*

- **Other days:**

- *Full Meal Rate (FMR)*
- *Government Meal Rate (GMR)*
- *Must be TDY to installation*
- *Must be staying in government quarters*
- *Must be prescribed before travel begins*

*Prescribed rate may be increased during or after travel*

*Cannot be reduced unless a meal is provided (conference registration fee, etc.)*

- *Proportional Meal Rate (PMR)*







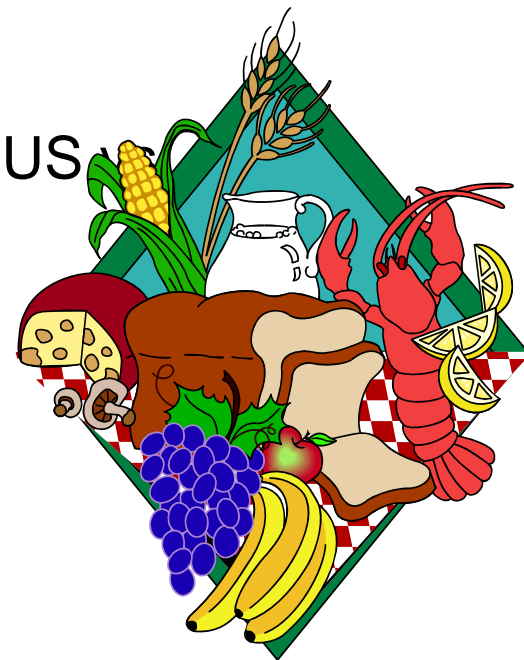
# Proportional Meal Rate



## What is it?

- PMR is the average of the locality Full Meal Rate (FMR) and the Government Meal Rate (GMR) (cost for three meals in a government mess/dining facility)
- The appropriate amount for incidentals (CONUS OCONUS) is added

***DTS correctly computes rate.***



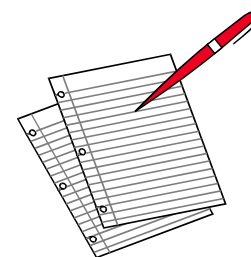


# Proportional Meal Rate



## When used?

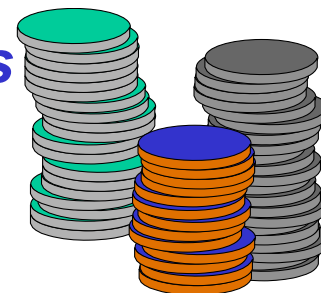
- **Used when the traveler:**
  - *Is in base quarters, 1 or 2 meals available in government mess*
  - *Is in base quarters, GMR prescribed by AO, but mess was only available for 1 or 2 meals*
  - *Has 1 or 2 meals paid by government*
  - *Is not entitled to per diem, must buy 1 or 2 meals*
- **Authorized by:**
  - *Authorizing Official (AO)*
  - *Commander of a training facility*





# Incidental Expenses

- **Covers miscellaneous expenses**
  - *Do not confuse with reimbursable expenses*
- **How much?**
  - *CONUS = \$3.00 per day*
  - *OCONUS = \$3.50 per day or locality rate*
- **Received when any meal rate is authorized**
  - *Travelers on field duty only receive IE if*
  - *Essential Unit Messing is authorized*
- **Included in per diem expenses, not separately reimbursable**





# Reimbursable Expenses



# Reimbursable Expenses

- **Travelers will be reimbursed for necessary and reasonable travel/transportation related expenses, such as:**



- **ATM Fees**
- **Passport/Visas Fees**
- **Costs of traveler's checks, money orders, or certified checks**
- **Energy surcharge**
- **Lodging Taxes for (CONUS only)**
- **Currency Conversions/Cashing U.S. Government Checks**
- **CTO Fees**
- **Use of computers/printers/fax machines, etc.**





# Reimbursable Expenses (continued)



- Tips for taxis/limousines
- Parking Fees at terminal
- Fees for using terminal
- Costs of transportation to/from terminal  
(based on odometer reading)
- Transportation costs around the TDY location
- Baggage tips (Civilians only if Government property)
- Laundry/dry cleaning/clothes pressing (CONUS only)  
(Civilians – 4 nights TDY)  
(Uniformed – 7 nights/Max \$2 per day)





# Reimbursable Expenses (continued)



➤ The following expense types must be authorized/approved.



- Calls Home (AO must limit amount)
- Typing services/clerical assistance
- Service fees for interpreters/packers/guides/drivers
- Storage of property used for official business
- Room rental used for official business
- Excess Baggage
- Registration Fees
- Dual lodging costs
- Lodging Late Checkout Fees



**When in doubt -- Check with your AO!!**





# Special Circumstances





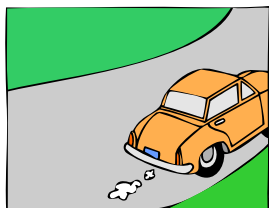
# One Day TDY



➤ **Outside limits of the Permanent Duty Station (PDS), the AO will:**



- **Approve standard business transportation**
- **Authorize 75% locality rate of M&IE if TDY is more than 12 hours (highest rate if more than one)**
- **Will not authorize meals if TDY is 12 hours or less (military may receive actual for meals up to PMR)**



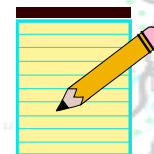


# Local Travel



➤ **For 1 day TDY in local area of PDS**

- **Receive expenses for transportation**
- **If POV is used, receive mileage minus:  
Normal commute distance or Normal commute cost**
- **Use odometer reading for mileage (log)**
- **Per diem typically not authorized**





# Special Entitlements



## ➤ Group Travel



- Entitlements may vary
- 10 or more travelers = Transportation Office
- Less than 10 = CTO
- Business travel rules unless “no/limited reimbursement” has been directed by AO

## ➤ Field Duty & TDY Aboard Vessels

- Lodging and meals normally provided
- No per diem
- IE only if Essential Unit Messing authorized
- Civilians may be reimbursed for food costs





# After the Trip



# After the Trip



## The traveler must:

- Submit a voucher within 5 days
- Scan or Fax all receipts for air fare (if not charged to CBA), lodging, rental car, and expenses of \$75 and above
- Comply with local policies and procedures for their organization





# *Summary*



- **JFTR/JTR, Appendix O.**
- **Travelers rights and responsibilities**
- **Travel policy as it applies to:**
  - ~ **Government Charge Card**
  - ~ **Transportation entitlements**
  - ~ **Per diem entitlements**
  - ~ **Reimbursable expenses**
- **Submit Voucher within 5 days**





# *Defense Travel System*



# Questions?

